



# COLLINSVILLE STATE HIGH SCHOOL



## ELECTRONIC DEVICES POLICY

### The Use of Electronic Devices\* at School

This policy reflects the importance the school places on students displaying courtesy, consideration and respect for others at all times. The inappropriate use of electronic devices at school is disruptive to the learning environment and good order and management of the school.

### Certain Electronic Devices Banned from School

Students are advised not to bring **ANY** electronic equipment devices capable of transmitting or receiving messages such as but not limited to mobile phones, smart watches, iPads, iPods, cameras, earphones, headphones or MP3 players to school unless directed by the Principal, as there is risk of damage or theft. If students wish to ignore this advice and they use electronic equipment inappropriately, there may be consequences for these choices as described in this policy.

- If students and parents ignore the advice of the school and bring electronic devices to school they must be stored in the school office the entire time the student is in the school each day.
- It is **prohibited** for students to make auditory recordings, photograph or video individuals on school premises/activities, **unless directed by a staff member to do so**, and must be directly related to school-sanctioned activities, this includes all forms of electronic, digital and analogue methods.
- Students are not permitted to use electronic equipment to harass or bully students or staff. This includes emailing, text or picture messaging or any other electronic form of transmitting communication.

**Breaches of this prohibition may result in the following discipline:**

### Confiscation

School staff will confiscate electronic devices used contrary to this policy.

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| 1 <sup>st</sup> Offence                 | The device will be confiscated and made available for collection, by the student, from the school office at the end of the school day, unless required for the purposes of disciplinary investigation. In this case, the device will only be returned in the presence of a parent. |
| 2 <sup>nd</sup> and Subsequent Offences | On the second and subsequent occurrences, the equipment will only be returned to a parent.   |
| Failure to comply                       | Any failure to hand over an electronic device when asked will be treated as refusal to follow a reasonable instruction and will be dealt with in the normal manner through the school's behaviour policy.  |



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Devices potentially containing evidence of criminal offences will be reported, when required to the police. In such cases, police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

## Recording voice and images

Every member of the school community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded.

We uphold the value of trust and the right to privacy at Collinsville State High School. Students using personal technology devices to record inappropriate behaviours of incidents (such as vandalism, fighting, bullying, staged fighting or pranks, etc.) for the purpose of dissemination among the student body or outside the school by any means (including distribution by phone or internet posting) builds a culture of distrust and disharmony and consequences will apply. Students must not record images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy). Recording of events in class is not permitted unless express consent is provided by the class teacher for educational purposes using school based devices.

A student at school who uses a personal technology device to record private conversations, ordinary school activities or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

Students involved in:

- recording and/ or,
- disseminating material (through text messaging, display, internet uploading, etc) and / or,
- knowingly being a subject of a recording,

breach this policy and will be subject to discipline (including suspension and recommendation for exclusion).

Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children), is against the law and if detected by the school will result in a referral to QPS.

## Text communication

The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and or harassment or even stalking, and will subject the sender to discipline and possible referral to QPS. Students receiving such text messages **at school** should ensure they keep the message as evidence and bring the matter to the attention of the school office.



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## **Assumption of cheating**

Personal technology devices are not be taken into or used by students at exams or during class assessment unless expressly permitted by staff. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any students who is caught using a personal technology device to cheat during exams or assessments.

## **Recording private conversations and the *Invasion of Privacy Act 1971***

It is important that all members of the school community understand that under the *Invasion of Privacy Act 1971*, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation, to which s/he is not a party, to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations are in breach of this Act, unless consent to the recording is appropriately obtained.

Students are not permitted to make public comment, nor upload any images onto the internet, which relates to Collinsville State High School's community members. This includes, but is not limited to students, staff (both past and present) or any other member of the school community. These comments include defaming, derogatory, inflaming and vexation claims about/toward members of the school community. Any allegation against staff or students needs to be conveyed to the school Principal or their delegate. School disciplinary action will be taken against individuals who post this information to the internet if the allegations are substantiated. Consequences for breaches of this policy may result in exclusion from Collinsville State High School.

## **Special circumstances arrangement**

Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Principal.

\*Electronic Devices includes, but is not limited to gaming devices such as mobile phones, smart watches, ear phones, head phones, iPads, iPods, gaming devices, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), PDAs, Blackberrys, and devices of a similar nature.